

ARCHAEOLOGICAL AIDE

DEFINITION: Under general supervision, performs work of routine difficulty; supports professional archaeological staff in accomplishing archaeological studies involving inventory and site excavation of past human activities and physical remains of human life; performs related work as assigned.

The Archaeological Aide is a trainee position designed to provide practical experience to college students as they continue their education to obtain a degree in the archaeology field.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs archaeological inventories and ethnographic interviews to assess impact of proposed development projects on the Navajo Nation; documents, draws and localizes archaeological and historic properties; locates, documents and maps archaeological sites within project areas; assists in site excavations and draws plan views and profiles; inventories and preserves artifacts; assists in the preparation of field work/excavation notes and prepares site photographic documentation; maintains a complete set of forms for all field work performed by archaeological personnel such as field forms, maps, vehicle logs, time sheets, daily field logs and equipment request forms; participates in in-service training; attends seminars relating to cultural resource management; becomes familiar with basic field and laboratory procedures and standards; attends staff meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of understanding and appreciation of Navajo traditions, history, folkways, mores and culture. Knowledge or interest in Navajo traditional cultures, beliefs and regional/Southwest ancient and contemporary history.

Skill or interest in applying Navajo traditional cultures and beliefs in tribal planning, management and preservation activities.

Skill or interest in assisting in archaeological surveys and excavations.

Skill or interest in analyzing archaeological artifacts and ethnographic studies.

Skill in recording and maintaining records and documents of project activity.

Ability to read and write the English language.

Ability to walk long distances and work in inclement weather.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is considerable need to stand, stoop, walk and perform similar actions during the course of the workday.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and must be enrolled in a college/university. Must maintain a 2.5 cumulative grade point average (GPA) or better each semester while employed.

PREFERRED QUALIFICATIONS:

- College coursework in Anthropology, Environmental Science, Diné Studies or related field.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.